



**CITY OF BRYAN
COMMUNITY DEVELOPMENT SERVICES**

**BRYAN'S UNIFIED INFILL LOT DEVELOPMENT
B.U.I.L.D. INITIATIVE**

Policies & Procedures

**City of Bryan
Community Development Services
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Bryan, Texas 77803
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B.U.I.L.D. Initiative Policies & Procedures

The B.U.I.L.D. Initiative stands for **Bryan's Unified Infill Lot Development** and is an effort by the City of Bryan's Community Development Services Department. The main goal of the B.U.I.L.D. initiative is to allocate idle properties to responsible tax payers who will improve the lots by building new or renovating existing structures to increase taxable value and help to redevelop neighborhoods. B.U.I.L.D. will help to improve the appearance and value of neighborhoods, increase the affordable housing stock, and offer opportunities for small local firms to do business.

B.U.I.L.D.'s land bank consists of properties purchased by or transferred to B.U.I.L.D. as well as tax foreclosed properties that are either vacant or distressed and have a significant tax delinquency (usually six or more years) which are "struck off", unpurchased properties from the Brazos County Sheriff's Sale. The City of Bryan, Brazos County, and the Bryan Independent School District have entered into a interlocal agreement designating the City of Bryan as administrator of a land trust comprised of these tax foreclosed properties.

Organization

B.U.I.L.D. utilizes City of Bryan staff professionals to identify and market suitable properties in order to efficiently return these idle properties to productive capacity.

B.U.I.L.D. Incentives

The properties offered by B.U.I.L.D. failed to sell at the Sheriff's property tax foreclosure sale. Properties are offered to registered home builders and potential home owners to utilize these lots for construction. B.U.I.L.D. offers these properties for sale at cost, which can provide significant benefit to the recipient.

Property Requirements

B.U.I.L.D. offers properties which have been determined by City staff to be suitable for development. Properties are screened to ensure that they are larger than 5,000 square feet, not located within flood zones, and have access to streets, water, and wastewater lines. The City of Bryan will not build infrastructure to make certain lots developable, however, program

administrators will monitor how changes in city infrastructure or new infrastructure projects will affect infill lots.

B.U.I.L.D. administrators will require construction standards and requirements concerning quality, appearance, and style to blend in with the neighborhood and ensure a sustainable structure which will generate tax revenue and improve the aesthetics of the neighborhood over a long project life. These standards will be set within the City's Community Development Services Department minimum building standards.

Applicant Requirements

B.U.I.L.D. will accept applications from individuals and builders interested in the infill lot program. Application forms can be downloaded from the Community Development Department's web site hosted by the City of Bryan or picked up in person. Applications will be accepted at any time and be on file for exactly one year. Builders who have an established history with the City or B.U.I.L.D. will not undergo a resubmittal process when the next year cycle begins. Builders who do not perform any services with the City of Bryan or B.U.I.L.D. during the year will need to resubmit applications and undergo a subsequent review process.

Individuals interested in participating must submit with their application either a pre-approval statement from a lending institution or a signed contract with a builder that conforms to the construction requirements set by B.U.I.L.D. for a particular property. Builders will also have to prove financial capacity by providing bank references, client references, and business references. Ideally, B.U.I.L.D. is seeking builders that have built or substantially rehabilitated at least one home. All participants must be current on property taxes.

Property Disbursement

B.U.I.L.D. will offer properties quarterly, or as they become available. The property will be displayed with its information and construction requirements as well as pictures on the city website and, in the future, Bryan's Channel 16, City Council Meetings and Community Development Advisory Committee meetings, or other appropriate venues to make the listing of these properties public knowledge. Builders/Individuals that are eligible to participate will be invited to a drawing to determine who receives properties. Each participant will only be allowed to receive one property at the drawing. Drawings will be held for each individual property with

participants indicating which lot they are interested in obtaining. If, during the course of the drawings one individual wins two properties, one property must be discarded and redrawn for. Participants are expected to know the proper zoning as well as construction requirements attached to the property. Participants are not allowed to transfer their property to other participants.

Exceptions to B.U.I.L.D. Property Requirements

Some B.U.I.L.D. lots may not meet the minimum 5,000 square foot requirement. However, the characteristics of the lot may allow for suitable development if constructed in a certain manner. B.U.I.L.D., in conjunction with the City of Bryan Planning and Development Services will identify these particular lots, which may require the City's Planning and Zoning Board to pass a variance to waive city lot size requirements. B.U.I.L.D. cannot guarantee that a variance request will be granted. The internal B.U.I.L.D. committee will evaluate these properties and make a judgment regarding the likelihood of the recipient receiving a variance, or the City, as Trustee, may make application for the variance.